

NAVFACINST 5900.2E
FAC 915
20 June 1996

NAVFAC INSTRUCTION 5900.2E

From: Commander, Naval Facilities Engineering Command

Subj: PURCHASE AND SUPPLY SERVICES

Ref: (a) NAVSUPINST 4200.85C, "Shore and Fleet Small Purchase and Other Simplified Purchase Procedures"
(b) OPNAVINST 5900.2C, "Subscriptions to Newspapers and Magazines"

Encl: (1) Basic Procedures

1. Purpose. To publish Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) small purchase and supply policies, procedures and requirements.
2. Cancellation. NAVFACINST 5900.2D of 09 August 1983 is cancelled in its entirety.
3. Scope. The provisions of this instruction apply to all NAVFACENGCOMHQ offices.
4. Discussion.

a. NAVFACENGCOMHQ receives its small purchase contracting authority from the Naval Supply Systems Command (NAVSUPSYSCOM). With this authority, NAVFACENGCOMHQ can effect purchases up to \$2,500 using micro-purchase techniques such as the International Merchant Purchase Authorization Card (I.M.P.A.C) Government Purchase Card and Blanket Purchase Agreements (BPA).

5. Policy.

a. It is the policy of the Commander, Naval Facilities Engineering Command that all procurement actions, conducted under the authority of NAVSUPSYSCOM, will be accomplished in accordance with the existing procurement regulations described in references (a) and (b).

b. Procurements will only be made by authorized personnel within the Administrative Services Division using the procedures set forth in enclosure (1). Personnel making unauthorized commitments/procurements may be held personally liable for the costs of the supplies and/or services furnished.

NAVFACINST 5900.2E
FAC 915
20 June 96

c. If a satisfactory item identical to or similar to the one requested is available from the National Industries for the Blind, the Federal Prison Industries, Navy or GSA Stores, or the Federal Supply Schedule, it will be procured from these sources rather than the open market. Commonly, these are referred to as mandatory sources and this policy is consistent with policy set forth in reference (a).

6. Action.

a. Each code shall designate one or two individuals authorized to request supplies or services via the Office Service Request (OSR). This will reduce duplication with offices and enable a better coordination and distribution of supplies.

b. All Headquarters personnel shall comply with the policy, procedures and requirements set forth in this instruction.

B. F. MURPHY, JR.
Comptroller

Distribution:
Internal List 2

BASIC PROCEDURES

Encl: (1) Office Service Request Procedures
(2) NAVFAC Supply Request Forms
(3) Controlled Items With Limited Issue Forms

a. An automated Office Service Request (OSR) Form will be used for requesting all non-stock supplies, equipment and/or services. Follow the procedures outlined in enclosure (1).

(1) OSRs should contain a complete description of the item required. The description should not be unduly restrictive and should not specify an item produced by only one manufacturer. Accordingly, the description should be as generic and broad as possible and still provide a distinct explanation of the item needed. Code 9151 will review all OSRs to determine availability of item(s) from mandatory sources. If an item that is similar, but not identical is located on mandatory source lists, the requester will be contacted to see if the substitute item is acceptable and satisfactory.

(2) The requester shall never contact the vendor concerning delivery nor under any circumstance change any of the purchase order provisions. Code 9151 will maintain liaison between the requester and vendor. All changes must be referred to Code 9151 for action.

(3) OSRs will be given a sequential NAVFACENGCOM requisition number. By approving the OSR, the Resource Manager is certifying that funds are available, subject to final certification and issuance of the appropriate accounting data by the Comptroller, Code 91C.

b. When ordering stock supplies, enclosures (2) and/or (3) shall be completed in their entirety and submitted to Code 9151. A collection box is located on the door of the Ready Issue Room, 12S10.

c. Common use item orders will generally be delivered within a 24-hour period.

d. Quantities of common use office supplies ordered should not exceed a 30-day supply for heavy usage items and a 90-day supply for light usage items.

e. Code 9151 will make all deliveries to Headquarters offices.

f. Emergency orders will be handled on a case-by-case basis.

g. A list of common use office supplies is available on request from Code 9151.

Enclosure (1)

OTHER REQUIREMENTS

a. Maintenance and Repair of office equipment

- (1) Submit an OSR for required maintenance or repairs, stating type of equipment, model number, serial number and the nature of the problem.

b. Photo Processing

- (1) An OSR is required with specifics for processing along with the material itself. Code 9152 will make arrangements for pick up, development and return to Room 12S07.

- (2) Film for Official Use Only is a stock item.

c. Facilities for Conferences and Training - Submit an OSR as soon as the requirement is identified with the following information:

- (1) Title of Meeting/Conference/Training
- (2) Number of expected attendees
- (3) Date(s) and time(s)
- (4) Preferred location
- (5) Cost

d. Government Directives - An OSR is required for any directive, publication, manual, or non-local form when a charge is involved.

RETURN OF ISSUED SUPPLIES

Codes desiring to return issued supplies will complete an Office Service Request. The appropriate name and number of each item being returned will be indicated on the form. This procedure is necessary in order to maintain a current inventory of all stock items.

APPROVALS

a. Office Service Requests (OSRs)

- (1) Designated OSR LAN Users within each code have authorization to send routine or non-routine OSRs.

(2) A list of all personnel designated to approve OSRs in each category (Routine <\$500/Non-Routine >\$500) is maintained by the Head, Facilities Support Branch.

b. ADP and Related Equipment - Abbreviated System Decision Papers (ASDP) must be forwarded to Code 911 for approval before the acquisition of any type of ADP equipment or services. Code 911 will generate an OSR and forward it to Code 9151 for processing.

c. Commercial Publications and Subscriptions - Are reviewed for mission accomplishment on an annual basis during the Headquarters Support Budget Process.

(1) All initial requests must include a justification statement that indicates how the need is essential for mission accomplishment.

(2) The Budget Representative from each code is the POC for subscription needs. Renewals must be submitted on an OSR through the appropriate channels.

d. Filing Equipment - Head, Administrative Service Branch, Code 9152.

e. Hazardous Materials - Safety Manager, Code 40K. Requisitions are required to identify hazardous materials on the OSR and indicate all materials that will require a Material Safety Data Sheet (MSDS).

APPENDIX

DEFINITIONS

- a. Common Use Office Supplies: Consumable supplies and forms that are frequently used by Headquarters. Items are pencils, pens, paper, typewriter ribbons, etc.
- b. Non-stock items: Supplies and minor equipment too costly to be stocked in the NAVFACENGCOM storeroom.
- c. Government Directives: Instructions and publications, such as NAVFAC P-68, available without cost and issued by SECNAV, NAVFAC, DOD, OPNAV, etc. If not available locally, can be ordered through Naval Publications and Forms Center in Philadelphia, Pennsylvania.
- d. Government Forms: Non-local forms available for a charge through NSC Norfolk, GSA, and Naval Publications and Forms Center.
- e. Commercial Publications: Magazines, books, standards, and other publications that may be purchased from commercial or government sources.
- f. Filing Equipment: Includes file cabinets, Lektrievers, security containers and other equipment of this nature.

PROCEDURES FOR RATIFICATION OF UNAUTHORIZED PROCUREMENTS

A. The individual making the unauthorized commitment shall:

(1) Forward to Code 915 (via: (1) Immediate Supervisor, (2) Division Director, (3) Department Head) documentation concerning the transaction, which shall include as a minimum:

(a) A signed statement describing the circumstances, why normal procurement procedures were not followed, what bonafide government requirement necessitated the commitment, whether any benefit was received, its value, and any other pertinent facts; and

(b) Attach all orders, invoices, or other documentary evidence of the transaction.

B. The immediate supervisor or Division Director is responsible for preparation of an endorsement that:

(1) Verifies the accuracy and completeness of the documentation;

(2) Describes the measures taken to prevent a recurrence of unauthorized commitments; and

(3) Provides a completed Material & Service Requisition with purchase description and funding for the ratifying contract.

C. If Code 915 concurs that the commitment should be ratified, the package is forwarded to the Head, Budget Division, Code 913.

D. The Head, Facilities Support Branch, as Contracting officer, shall:

(1) Review the documentation and endorsement provided;

(2) Ascertain whether there are any doubtful questions of fact;

(3) Prepare a determination and findings addressing the limitations in FAR 1.602-3(c)(1) through (6);

(4) Prepare a recommendation to the ratifying official;

(5) Prepare appropriate contractual documents; and

(6) Submit the contract and supporting documents to Counsel (Code 92) for an opinion as to form and legality and for any additional pertinent comment or advice.

GUIDELINES FOR SOLE SOURCE JUSTIFICATIONS

The following is provided to assist you with requirements for sole source statements:

1. The Contracting Officer is required by law to ensure that sole source justifications are adequately documented. The justification must demonstrate that only one company can perform. The following are examples of bases for sole source acquisitions:

a. The supplies or services to be acquired are unique to a contractor, and not available from any other source.

b. Time is of the essence and only one known source can meet the Government's needs within the required time frame.

c. It is necessary that the item being acquired from the one source be compatible and interchangeable with existing equipment.

2. There are several points to be made:

a. The two most often cited bases for sole source are uniqueness and time frame. These are often confused and inappropriately interchanged. If a contractor is unique and if his uniqueness is adequately substantiated, a discussion of time frame is inappropriate. If the basis for sole source is time frame, a discussion of uniqueness should not be made. Time frame does not make a contractor unique.

b. Statements that a contractor has the best capability, offers the lowest price, or is the only qualified source are not bases for sole source. Such determinations can only be made through competitive acquisitions. A strong presentation which merely establishes that the recommended source is most highly qualified to perform, but does not establish why other sources cannot perform, is unacceptable.

c. The fact that a vendor has provided good services/products in the past does not, in itself, justify continued use of that vendor as a sole source.

d. Administrative delay or lack of adequate advance planning does not create an urgency that justifies sole source acquisition.

3. The following elements must be addressed in the sole source justification:

a. State clearly the government's requirements. Make sure that the entire requirement is covered by the justification.

b. Explain why the contractor is the only company that can meet the Government's requirement. The documentation necessary to adequately substantiate the two most common bases of sole source is discussed below:

(1) If the contractor has a unique capability, whether it be an item or service, it is insufficient to simply say that the contractor is unique.

If the item is unique to the contractor, the unique characteristics must be set forth. If the contractor has unique expertise, that expertise must be described. If the contractor has unique equipment for facilities, this must be explained.

(2) If only one contractor can perform within the required time frame, the time frame requirement must be explained:

- (a) Provide the date by which the supplies or services must be delivered and indicate how that date was determined as well as its significance.
- (b) Indicate the impact of delay beyond that date in terms of program schedules and milestones.
- (c) State how long it would take another contractor to acquire the capability to perform or deliver and how much it would cost. State the bases for the above estimates.

c. State how the decision to go sole source was reached. Generally, an employee's knowledge and experience can be used to support sole source.

d. State what is being done to foster future competition.

e. Justification must be signed and dated.

OFFICE SERVICE REQUEST

(OSR)

LAN GUIDELINES

EFFECTIVE 1996

Enclosure (1)

SUBMITTING AND APPROVING OSRs

OSRs. All requests for services, supplies, renovations, etc., will be submitted to Code 915 using the OSR LAN format. ADP Hardware and Software may only be submitted by Code 911 (see next paragraph). If a request is manually forwarded by a customer (code) not having LAN access (e.g. DESCIM, network problems, emergency orders), the OSR will be entered into the LAN OSR format by Code 915 personnel.

ADP. All ADP requirements (both hardware and software) must be forwarded to and approved by Code 911. An Abbreviated System Decision Paper (ASDP) is required. Only Code 911 personnel are authorized to forward ADP OSRs to Code 915. NOTE: OSR LAN Users will not be able to access the ADP selection for type.

DESIGNATED USERS. Only designated OSR LAN users within each code have authorization to send routine or non-routine OSRs. Access is limited to encourage coordination and appropriateness of requests, and to create central contact points for each organization.

ROUTINE OSRs. These items cost under \$500 per order and are required to keep the office functioning properly. Examples of routine OSRs would be requests for signature stamps, regular office supplies, binders, folders, batteries, movers, etc.

NON-ROUTINE (\$500+). Items such as fax machines, memberships, maintenance contracts, renovations, etc. Review Basic Procedures for authorization/approval levels.

USING THE OSR LAN PROGRAM

OSR Track. Access the OSR TRACK through the Network Applications in Windows. If you have streetmap, your system administrator may add T - TRACK to the menu.

Enter your first initial and last name. Enter (create) your password

TRACK SCREEN. All OSR Tracks (orders) for your code can be viewed on the TRACK screen. It will notify you if there are any rejected (returned) OSRs.

CREATING AN OSR. Select Create. Note your name, code, and phone number have already been completed for you. Select Type of Request. A separate OSR must be completed for each Vendor transaction (procurement or service). Select type of OSR. Types cannot be combined on one OSR. The OSR LAN system prevents choosing more than one. Type selections are self-explanatory.

SOURCE SELECTION

Source selection is the typical vehicle which will be used to satisfy your requirement. Examples of source selections are as follows:

a. Customer Service Center/General Services Administration (CSC/GSA). Most of the stock items found in the supply room come from the CSC or GSA. This source will be used to stock binders, folders, paper, letter trays, desk lamps, trash cans, etc. Expected delivery date is 14 days.

b. Defense Supply Service - Washington (DSSW) Supplies. Examples of these are view binders and common office supplies not available from CSC/GSA. Expected delivery date is 30 days.

c. Commercial Supply Store. Examples are specialty items not available from a government supply source. Commercial supply books are available in Code 915 for review. Expected delivery is 21 days.

d. Contract Purchase Order (P.O.). Any type of furniture and orders totaling over \$2,500 require a purchase order. Expected delivery is 90 days.

e. Defense Telephone System (DTS). Required source for all telephone moves, changes, additions, etc. Expected delivery date is 30 days.

f. Washington Headquarters Service (WHS). All building renovations. Processing time is 90-180 days depending on size and cost of renovation.

g. Other. If requirement does not fit in one of the above, indicate "Other". A due date of 30 days is assigned.

EXPECTED DUE DATE. Expected due dates are assigned by source indicated. The due date gives the customer an estimated time frame of when to expect his/her product or service. Due dates allow for internal processing within Code 915 and the processing/delivery dates required by vendors and other sources. Code 915 action officers may change source or expected delivery date after the OSR is processed.

DESCRIPTION. Type the full description of each item. 80 characters per item is allowed and the program will automatically number the items. Vague descriptions, missing measurements, sizes, colors, etc., causes added processing time to the request. Remember, the action officer is only looking at your description to place the order. They may not visualize the same product as you if information is missing. If you have back up material (ordering blanks or pictures) please send up separately and note this in the remarks section of the OSR.

CATALOG & STOCK NO. Completion of this block is not necessary unless it pertains to what you are requesting and you know the information. It will, however, save processing time if it is completed. Do not enter any catalog numbers without identifying the name of the catalog. (NOTE: Order numbers and stock numbers vary from company to company.)

PRICE. Price must be entered with catalog information. If you do order an item (forms, for example) and have the stock number but no price, you must enter an educated guess. If you leave catalog/stock number blank, you can enter the price or leave it blank.

QUANTITY. State the quantity of the order. If you have a description, quantity must be entered or the program will not advance.

AUTHORIZED BY. Enter the actual requester's name here. This information provides Code 915 with an audit trail for procurement purposes. It also provides protection for the OSR user by showing who initiated the request.

REMARKS SECTION. Enter product or services justifications. Also include any other descriptions, details, or information regarding the request. NOTE: Additional backup information is being forwarded separately (if appropriate).

SEND OSR TO CODE 915.

NOTE: Once an OSR is sent, the customer cannot amend it.

VIEWING TRACK AND OSR STATUS

VIEWING. Each code will be able to view all OSRs within their two digit organization (for 00/09 codes, it is three digits). See OSR TRACKS.

INFORMATION AVAILABLE.

Action Officer	Who has the item for processing.
Funded by	Funding information.
Document No.	This will be the procurement document number assigned after it has been ordered. (Not necessary if BPA is filled in.)
Vendor/BPA	This is the name of the vendor used. If ordered through commercial supply, a BPA call number is assigned.
Date Assigned	Date OSR assigned to Action Officer.
Date Ordered	Date item ordered.
Date Due	This the projected receipt date. This date is automatically assigned. However, an Action Officer may change the date forward or backward depending on the situation.
Received Date	Date Code 915 records indicate the item was received

REJECTED OSRs

Upon entering the TRACK screen, you may notice one or more rejected OSRs from your code. This may be due to the OSR not being properly approved, no justification, needs more information, needs funding, etc. OSR LAN users have access to all rejected OSRs within their code. You may edit/correct the OSR to resend or you may delete it from the system.

INTERNAL PROCESSING PROCEDURES

Each code/department will need to establish internal procedures to ensure all requests for services or supplies are forwarded to an authorized OSR LAN user rather than being forwarded directly to Code 915. Consolidate orders for each department to the fullest extent possible.

Your internal processing procedures could be one of the following:

- a. Send all requests by e-mail to an OSR User.
- b. OSR Users Could Prompt Requests on a Weekly or Bimonthly Basis.

NAVFAC Supply Request Form

Requestor _____ Code _____ Date _____

Office Service Rep signature & date _____

INDEX SHEETS

- _____ set BLANK, WHITE (8-1/2 X 11)
- _____ set TABS 1-31 (8-1/2 X 11)
- _____ set TABS A-Z (8-1/2 X 11)
- _____ ea. TABS A-Z (9-1/2 X 6)
- _____ ea. COLORED PLASTIC, 1/5 cut
- _____ ea. CLEAR PLASTIC, 1/5 cut

- _____ ea. INK ROLLER PR-42
- _____ TI-5045-II Calculator
- _____ ea. INK ROLLER PR-40
- _____ TI-5034/Sharp EL-160

LABELS (File Folder)

- _____ ea. BLUE TRIM
- _____ ea. RED TRIM
- _____ ea. GREEN TRIM
- _____ ea. PLAIN WHITE

LABELS (White, 1-up/33-up)

- _____ ea. 5" x 15/16"
- _____ ea. 4" x 1-7/16"
- _____ ea. 3-1/2" x 15/16"
- _____ ea. 33-Up XEROX

- _____ ea. LETTER OPENER
- _____ pkg LETTERHEAD NAVFAC

MARKER, TUBE (Fine Tip)

- _____ pkg MANIFOLD W/CARBON (WHITE)
- _____ pkg MANIFOLD W/CARBON (PINK)
- _____ pkg MANIFOLD W/CARBON (BLUE)

PAPER, COMPUTER

- _____ box TABULATING (14-7/8 x 11)
- _____ box TABULATING (9-1/2 x 11)

PAPER, CALCULATOR

- _____ ea. THERMAL 2-1/4" Roll
- _____ ea. STANDARD 2-1/4" Roll
- _____ ea. BLACK _____ ea. BLUE
- _____ ea. PURPLE _____ ea. GREEN
- _____ ea. RED _____ ea. YELLOW

MARKERS

- _____ ea. AUDIOVISUAL (Various)
- _____ ea. BLACK, LARGE FELT TIP
- _____ ea. BLUE, LARGE FELT TIP

PADS

- _____ ea. 4 COLUMNAR
- _____ ea. 8 COLUMNAR
- _____ ea. WRITING, 5x8, PLAIN
- _____ ea. WRITING, WHITE, LINED

- _____ ea. WRITING, YELLOW, LEGAL
- _____ ea. WRITING, YELLOW, JR. LEGAL

PAPER

- _____ pkg BOND
- _____ pkg LOOSELEAF (9-1/2 x 6)
- _____ pkg LOOSELEAF (8-1/2 x 11)

PENCILS

- _____ ea. #1 SOFT
- _____ ea. #2 MEDIUM
- _____ ea. #3 HARD
- _____ ea. MECHANICAL (5mm)
- _____ ea. MECHANICAL (med pt)
- _____ ea. CHINA MARKING, BLACK

PENS, ROLLING WRITER, FINE

- _____ ea. BLACK _____ ea. BLUE
- _____ ea. RED _____ ea. GREEN

PENS, ROLLING WRITER, MED

- _____ ea. BLACK _____ ea. BLUE
- _____ ea. RED _____ ea. GREEN

- _____ ea. PENS, RETRACTABLE (BLACK)

POST-IT NOTES

- _____ ea. YELLOW 3x5
- _____ ea. YELLOW 3x3
- _____ ea. YELLOW 1-1/2 x 2
- _____ ea. COLORS 3x3
- _____ ea. COLORS 1-1/2 x 2

POST-IT TAPE FLAGS

- _____ ea. BLUE
- _____ ea. GREEN
- _____ ea. RED
- _____ ea. PUNCH 2-HOLE (BEIGE)
- _____ ea. PUNCH 3-HOLE (BEIGE)
- _____ ea. REINFORCEMENTS 5/16" Hole
- _____ ea. REINFORCEMENTS 1/2" Hole

RIBBONS, PRINTER

- _____ ea. Alps Model P2000G
2509047 FS
- _____ ea. Epson FX80, MX80
02-87508 - FS
- _____ ea. EPSON MX100, FX286
2404755 - FS
- _____ ea. WANG DAISYWHEEL 81W
279-5204

ENCLOSURE(2)

NAVFAC Supply Request Form

Requestor _____ Code _____ Date _____

Office Service Rep signature & date _____

- _____ ea. BADGE (ID)
- _____ ea. BAG (size 6 shipping)
- _____ ea. BAG (size 7 shipping)
- _____ ea. BAG, PLASTIC TRASH

BINDERS

- _____ ea. BLACK RIGID 1"
- _____ ea. BLACK RIGID 2"
- _____ ea. VIEW, BLACK 1"
- _____ ea. VIEW, BLACK 2"
- _____ ea. VIEW, BLACK 3"
- _____ ea. BLUE 1"
- _____ ea. RED 1"
- _____ ea. SMALL (9-1/2x6") BLACK
- _____ ea. PRESSBOARD 8-1/2 x 11"
- _____ ea. PRESSBOARD 8-1/2 x 14"
- _____ ea. PRESSBOARD 11 x
- _____ ea. PRESSBOARD ??
- _____ ea. COMPUTER PRESSBOARD

- _____ ea. BOOK, MEMORANDUM
- _____ ea. BOOK, RECORD (Green)
- _____ pr. BOOKENDS, BEIGE METAL

- _____ ea. BOX, INDEX 3x5
- _____ ea. BOX, INDEX 5x8

CALENDARS

- _____ ea. ACTIVITY SCHEDULE
- _____ ea. APPOINTMENT BOOK REFILL
- _____ ea. DESK (3 x 3-5/8)
- _____ ea. DESK (3-5/8 x 5-7/8)
- _____ ea. WALL
- _____ ea. BOARD (hanging)
- _____ ea. WEEKLY (8-1/2 x 11)

CARDS, INDEX

- _____ set 3x5 WHITE
- _____ set 3x5 BLUE
- _____ set 3x5 GREEN
- _____ set 3x5 SALMON
- _____ set 5x8 WHITE
- _____ set DIVIDERS 1-30 (3x5)
- _____ set DIVIDERS A-Z (3x8)

CLIPS

- _____ bx. BINDER, SMALL
- _____ bx. BINDER, MEDIUM
- _____ bx. BINDER, LARGE
- _____ bag PAPER, STANDARD
- _____ bx. PAPER, BUTTERFLY (sm.)
- _____ bx. PAPER, BUTTERFLY (lg.)
- _____ ea. CLOCK, WALL (battery) 12"
- _____ ea. CLOCK, WALL (battery) 8"

- _____ ea. CORRECTION FLUID

- _____ ea. DICTIONARY (Abridged)
- _____ ea. DICTIONARY (Unabridged)

DISPENSER, TAPE

- _____ ea. DESK (Beige)
- _____ ea. HAND HELD
- _____ ea. HEAVY DUTY

- _____ ea. ERASER, OBLONG
- _____ ea. ERASER, WEDGE
- _____ ea. ERASER, DRAFTSMEN

ENVELOPES

- _____ ea. KRAFT 10x15
- _____ ea. KRAFT 9-1/2 x 12
- _____ pkg KRAFT 8-1/2 x 11-1/2 (std)
- _____ pkg KRAFT 6-1/6 x 9-1/2
- _____ pkg KRAFT 12 x 16
- _____ ea. WHITE (Letter Size)
- _____ ea. WINDOW (Letter Size)
- _____ bx. FASTENER, PAPER (2 3/4" cap)
- _____ bx. FASTENER, PAPER (1" cap)

- _____ ea. FILES, PENDING (1-31 days)
- _____ ea. FILES, WALLET (exp., 1tr)
- _____ ea. FILES, WALLET (exp., legal)

FOLDERS

- _____ bx. MANILLA (Letter/Straight)
- _____ bx. MANILLA (Legal/Straight)
- _____ bx. KRAFT (Legal/ 1/3 Cut)
- _____ bx. KRAFT (Legal/ 1/5 Cut)
- _____ bx. KRAFT (Letter/ 1/5 Cut)
- _____ bx. PRESS (Legal/celloid tab)
- _____ bx. PRESS (Letter/self-tab)
- _____ bx. PRESS (Letter/contract div.)
- _____ bx. HANGING (Letter)
- _____ bx. HANGING (Legal)
- _____ ea. PRESENTATION (Pocket/Lt B1)
- _____ ea. PRESENTATION (Pocket/Dk B1)

HIGHLIGHTERS

- _____ ea. YELLOW
- _____ ea. BLUE
- _____ ea. PINK
- _____ ea. ORANGE
- _____ ea. GREEN

NAVFAC Supply Request Form

Requestor _____ Code _____ Date _____

Office Service Rep signature & date _____

- _____ ea. WANG MODEL 5577
279-5344
- _____ ea. WANG MODEL DW/OS-55
725-1239
- _____ ea. NORTHERN TELECOM SPRINTER
151
- _____ ea. WANG MATRIX

RIBBONS, TYPEWRITER

- _____ ea. WHEELWRITERS
1337761, 1337764
- _____ ea. IBM SEL II, III
7510-00-093-3951
- _____ ea. LIFT-OFF TAPE
7510-01-095-2184

- _____ ea. RUBBER BANDS
- _____ ea. RULER (12" wood)
- _____ ea. RULER (18" wood)
- _____ ea. SCISSORS 9"
- _____ ea. STAPLER, STANDARD (Beige)
- _____ ea. STAPLE REMOVER

- _____ ea. STAMP, PRE-INKED (Various)
- _____ ea. STAMP PAD (inked, black)

STAPLES

- _____ ea. STANDARD
- _____ ea. MAGIC (large disp.)

TAPE, EMBOSSING

- _____ ea. BLACK 1/2"
- _____ ea. BLUE 3/8"
- _____ ea. RED 1/2"
- _____ ea. GRAY ???

- _____ ea. WEBSTER'S INSTANT WORD GUIDE

- _____ ea. HEAVY DUTY 3/8"
- _____ ea. HEAVY DUTY 1/2"

- _____ ea. STENO PADS

TABS

- _____ ea. ALPHABETICAL, CLEAR
- _____ ea. ALPHABETICAL, RED
- _____ ea. TAB (square, alpha, reads vert)
- _____ ea. TAB (cloth, round, blank)
- _____ ea. TAB (alpha, round, reads horiz)
- _____ ea. TAB (cardboard, 5/8" wide)

- _____ ea. TAPE, CORRECTION (1/6")
- _____ ea. TAPE, CORRECTION (2/6")

TAPE

- _____ ea. MASKING 1"
- _____ ea. FILAMENT/STRAPPING 1"
- _____ ea. TRANSPARENT 1/2"
- _____ ea. TRANSPARENT 3/4"

Controlled Items with Limited Issue

Requestor _____ Code _____ Date _____

Justification _____

Office Supply Rep _____ Signature _____

FRAMES, PICTURE

- _____ ea. 8 X 10 BLACK
- _____ ea. 8 x 10 BROWN
- _____ ea. 11 X 14 BLACK
- _____ ea. 16 X 20 BLACK
- _____ 1 ea. THE SAURUS

TRANSPARENT FILM (clear)

- _____ 1 bx. THERMAL
- _____ 1 bx. PLAIN PAPER COPIER
- _____ 1 bx. LASER JET PRINT
- _____ 1 bx. TRANSPARENCY FRAME

PRINT WHEELS, IBM

- _____ ea. COURIER 10
- _____ ea. OCR-A 10
- _____ ea. DELEGATE 10
- _____ ea. SCRIPT
- _____ ea. COURIER 12
- _____ ea. GOTHIC 12
- _____ ea. PRESTIGE ELITE

PRINT WHEELS, WANG

Circle Metal (M) or Plastic (P)

- _____ 1 ea. NARRATOR 10 (M)
- _____ 1 ea. OCR-A 10 (M)
- _____ 1 ea. PRESTIGE ELITE 12 (P) (M)
- _____ 1 ea. ORATOR 10 (P) (M)
- _____ 1 ea. ITALIC 12 (P)
- _____ 1 ea. COURIER 10 (P) (M)
- _____ 1 ea. COURIER 12 (M)
- _____ 1 ea. LETTER GOTHIC 12 (P) (M)
- _____ ea. SLIDE MOUNT 35mm
605791 Polaroid
- _____ ea. SURGE SUPPRESSOR

ENCLOSURE(3)

Requestor _____ Code _____ Date _____

Justification _____

Office Supply Rep _____ Signature _____

BATTERIES

- _____ ea. AA
- _____ ea. AAA
- _____ ea. C (Clock)
- _____ ea. D
- _____ ea. 9 Volt
- _____ ea. N (calc)
- _____ ea. BUTTON 1.5V 3866
- _____ ea. BUTTON 1.5V D310/386

BULB, LIGHT

- _____ ea. 60 watt
- _____ ea. 75 watt
- _____ ea. 100 watt
- _____ ea. 3-way
- _____ ea. TUBE, Fluorescent
- _____ 15W desk lamp

CARTRIDGE, TONER

- _____ ea. HP LASERJET R64-0002
- _____ ea. APPLE LASERWRITER R34-0002
- _____ & HP LASERJET PLUS

- _____ ea. CARTRIDGE, MINI DATA
- _____ 40 MB / 3M DC2000

CLEANING SUPPLIES

- _____ ea. CHEESECLOTH
- _____ ea. DEODORANT, ROOM
- _____ ea. TOWEL (kimwipe)

DESK ITEMS

(Indicate Black or Beige)

- _____ ea. CALENDAR HOLDER
- _____ ea. DESK ORGANIZER (POST-IT)
- _____ ea. LETTER TRAYS (STACKING)
- _____ ea. POST-IT HOLDER/NOTE TRAY
- _____ ea. PENCIL CUP
- _____ ea. ROLODEX (V-glide, open, sm sz)
- _____ ea. ROLODEX (Y-glide, open lg sz 3x5)
- _____ ea. VERTICAL DESK SORTERS

DISKETTES

- _____ ea. 5-1/4 (Zenith 248) DS/DD
- _____ ea. 5-1/4 (IBM) High Density
- _____ ea. 3-1/2 (IBM/APPLE/TANDY)
- _____ ea. 3-1/2 (IBM) High Density
- _____ ea. (WANG WP)
- _____ 1 ea. DISKETTE HOLDER (BOX) (5-1/4")
- _____ T ea. DISKETTE HOLDER (BOX) (3-1/2")
- _____ ea. DISKETTE MAILER (8")
- _____ ea. DISKETTE MAILER (5-1/4")
- _____ ea. DISKETTE LIBRARY FILE
- _____ ea. GLARE GUARD
- _____ For Zenith Monitor

ELEMENTS, TYPING

- _____ 1 ea. LETTER GOTHIC 12
- _____ T ea. PRESTIGE ELITE 12
- _____ T ea. COURIER 10
- _____ T ea. COURIER ITALIC 12
- _____ T ea. OCR-A 10

FAX PAPER

- _____ ea. TYPE 210, ACCUFAX L6-55
- _____ 3M 2100 Series
- _____ ea. TYPE 220
- _____ 3M 2225 Model

FILM

(Authorized Users Only)

- _____ ea. KODAK, 000
- _____ Triax Pan 400, 186-8231
- _____ ea. KODAK, Color Slide
- _____ Ektachrome 400 186-8231
- _____ ea. KODAK, Stat camera, 24 exp
- _____ Ektachrome 100HC 111-3612
- _____ ea. KODAK, Stat Camera, 36 exp
- _____ Ectachrome 100HC 187-1490
- _____ ea. POLAROID, Polachrome
- _____ High Contrast 607041
- _____ ea. POLAROID, Type 691
- _____ Transparency